

TEXAS WOMAN'S UNIVERSITY

Job Description for Peer Tutor

Date issued/Revised: 12-11 / 11-13-24

FLSA: Non-exempt

PTO: COVS

TITLE: Undergraduate Peer Tutor

JOB SUMMARY:

Provides individual and small group tutoring to students in order to improve their academic achievement. The tutor will meet with the student(s) on a regular basis to clarify learning problems and work on study skills. Other responsibilities may include reviewing class material, discussing the text, or working on solutions to problems. Work is performed under general supervision and performance is based upon effectiveness of tutoring and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Peer Tutor Coordinator

Supervises: No supervisory responsibilities

COURSES: Biol 4344 Pathophysiology, N3193 Foundations, N3153 Assessment, N3813 Pharmacology, N3243 Childbearing Family, N3233 Collaborative Care of the Adult, N4043 Complex Adult Care, N4053 Pediatrics, N4063 Mental Health

PRIMARY DUTIES: May include, but not limited to the following:

- Attend meetings/training sessions assigned by Peer Tutor Coordinator
- Early in the semester, meet with the course manager to discuss duties and teaching methods and to arrange for regular communication (via meetings, phone calls, or emails) – (1 hour administrative time per week for these activities).
- Weekly preparation and administration duties for tutor sessions (4 hours/week: 3 hours prep and 1 hour administration). May design and implement exercises and activities to facilitate student's academic progress.
- Must meet one time a week for a 2 hour group tutor session and up to 4 hours a week for individual tutoring sessions (6 hours/week tutor time). Conducts individualized tutorial sessions for students with academic deficiencies, determines what skill areas require additional assistance.
- Required to document students' attendance record every week and upload to designated Google Drive folders.

- Required to assist with tutorial program evaluation.
- Required to fill out a timesheet per instructions every month for payment no later than the 15th of each month in Pioneer Portal.
- Administration, preparation, and tutoring time may not exceed 10 hours per week. Tutoring cannot conflict with the times students are in class or clinical.

ADDITIONAL DUTIES: Performs other duties as requested.

QUALIFICATIONS:

- Currently enrolled in the College of Nursing (undergraduate or graduate) and have successfully completed the course in which they will tutor.
- Must have earned a B or above in the course tutored. An earned grade of A is preferred.
- Fluent in English.
- Prior teaching experience is preferred but not required.

WORK YEAR/COMPENSATION: Part-time, maximum of 10 hours each week excluding holidays, for one semester. See Peer Tutor website for pay.

REQUIREMENT: Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position. Must have transportation to campus. Must have computer skills especially familiarity with Canvas, Excel, Word, and PowerPoint programs. Panopto will be used for all pre-recorded tutoring sessions. Live online sessions will be presented and recorded using Google Meet/TWU Zoom.

KNOWLEDGE, SKILLS, AND ABILITIES – The following are essential:

- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public
- Ability to be responsible, dependable, and professional
- Knowledge of teaching techniques and academic programs
- Ability to be patient and sensitive to a diversity of students
- Ability to represent the department and University in a friendly, courteous, and professional manner
- Ability to communicate effectively, orally, by phone, in person and in writing
- Ability to use a personal computer and other office equipment

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand, walk, sit, use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include the ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT:

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY:

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to the supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.

Revised 11/13/2024